



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-ZA

FEB 19 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Building Assignments on Fort Richardson (USAG-FRA-10)

1. References:

- a. USARAK Regulation 190-1, Physical Security Program.
- b. USARAK Regulation 405-3, Real Estate Utilization.
- c. AR 405-45, Real Property Inventory Management.
- d. USARAK Regulation, 420-2, Requesting Work from DPW.
- e. USARAK Regulation 420-11, Fire and Emergency Services.
- f. AR 420-90, Fire and Emergency Services.
- g. DPW Form 2.
- h. DD Form 577, Signature Card.

2. This memorandum establishes the US Army Garrison Alaska and Fort Richardson (USAG Alaska and FRA) policy for Building Assignments and Building Manager Assignments.

3. Each building on Fort Richardson is the responsibility of the Senior Occupant of the building. Unit Commanders or Civilian Organization Heads will assume responsibility of a building by signing DPW Form 2. The Responsible Officer will appoint a Primary and Alternate Building Manager by Memorandum for Record along with DD Form 577, with the appropriate signatures. The Responsible Officer will provide one (1) copy of each to the Directorate of Public Works, Real Property Office.

4. Responsible Officers, Primary Building Managers and Alternate Building Managers with current Signature Cards (DD Form 577) and DPW Form 2 on file are the only persons authorized to submit Work Requests or Key Requests to DPW.

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5. Responsible Officers will ensure that the Primary Building Managers and Alternate Building Managers name and after hours phone number are submitted to the Provost Marshal's Office.
6. Building Managers will publish a Memorandum of Instruction (MOI) establishing the maintenance, security and administrative responsibilities of all organizations in their buildings, with a copy furnished to the Directorate of Public Works, Facility Management Office.
7. Responsible Officers will appoint a Building Fire Warden for each building by MFR submitted to the fire prevention office.
8. The Building Manager or designated representative may coordinate with DPW POC or Fort Richardson Alaska Garrison Operations to develop procedures and an MOI.
9. Point of contact for this memorandum is Vikki Gilmore at 384-2698 or vikki.gilmore@us.army.mil.



DAVID L. SHUTT
COL, AR
Commanding

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Required Paperwork Update

1. Reference Policy (USAG-FRA-10) - Responsible Officers, please ensure all paperwork (Signature Cards (DD Form 577) and DPW Form 2) are current and up to date within the last 12 months.
2. Point of contact for this memorandum is Vikki Gilmore at 384-2698, vikki.gilmore@us.army.mil or Kevin Eggleston at 384-3083, kevin.eggleston@us.army.mil.


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